

**Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers  
Executive Summary**

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**West Virginia Department of Education  
Division of Support and Accountability/Office of Professional Preparation, Recruitment, and Retention**

**Policy Cycle:**     ☒ 30 day Comment Period                      ☐ Adoption of Policy

**Policy Process:**   ☒ Revision            ☐ Repeal and Replace            ☐ New

**Introduction:** Revisions are proposed to West Virginia Board of Education (WVBE) Policy 5901 for the purpose of clarifying existing language and procedures for the conduct of state-approved alternative certification programs and the licensure of program participants.

**Background:** Policy 5901 was revised in 2015 to create an updated process for meeting school districts needs for teachers in West Virginia classrooms. The policy was later revised in 2017 and 2018 to refine language, requirements, and processes. We propose that Policy 5901 be revised to make clear details of ACEPPRB membership, eligibility requirements for alternative teacher education programs which lead to West Virginia professional licensure, teacher performance assessments, and changes in formatting.

**Changes:**

- **126-161-6. Candidate Eligibility.** - A language correction about eligibility criteria for general education endorsements ensures understanding of content exam requirements and exemptions.
- **126-161-7. Professional Support Team.** - A clarification that upon successful completion of a state-approved alternative certification program which includes passing scores on a nationally-normed instrument of teacher performance, applicants may be exempt from the required Professional Education Test as described in Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classification, and the West Virginia Licensure Testing Directory on the WVDE website.
- **126-161-9. Alternative Certification Educator Preparation Program Review Board (ACEPPRB).** – A new position on the ACEPPRB is being created to increase the total number of individuals serving on the ACEPPRB to nine. This new position will be a county office representative appointed by the WVBE, meaning that a total of two county office representatives are included on the ACEPPRB. Language clarifies that ACEPPRB members serve three-year terms, rather than one-year terms. ACEPPRB members may renew their appointment one time, to serve a second three-year term, for a total no more than six years on the ACEPPRB.

**Impact:** The proposed revisions to Policy 5901 provide clear strategic guidance for West Virginia Alternative Educator Preparation Providers, who prepare candidates to be eligible for licensure to work in the public schools of West Virginia and assure appropriate steps for preparation and certification of educator candidates. As West Virginia continues to improve the rigor and accountability of all its educator provider programs, the revised policy focuses on best practices, candidate proficiency, and performance.

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**Action:**

- ☒ Release for 30 day public comment  
☐ Approved by WVBE with effective date of \_\_\_\_/\_\_\_\_/20\_\_

**Policy 5901, Regulations for Alternative Certification Programs for the Education of Teachers**  
**List of Stakeholders**

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**West Virginia Department of Education**

**External Stakeholders**

- Teresa Eagle, Dean of Education, Marshall University
- MaryJane Pope-Albin, Superintendent, Wirt County Schools
- Susan Grady, Personnel Director, Mineral County Schools
- Justin Schooley, Personnel Director, Berkeley County Schools
- Kathy Hypes, Superintendent, Braxton County Schools
- Carol Hamric, Personnel Director, Kanawha County Schools
- Debra Harrison, Personnel Director, Upshur County Schools
- Ron Pauley, President of the West Virginia Association of School Human Resources Officials, Kanawha County Schools
- Sarah Armstrong Tucker, Chancellor, West Virginia Council for Community and Technical College Education and Interim Chancellor, West Virginia Higher Education Policy Commission
- Alternative Certification Educator Preparation Program Review Board Members
- West Virginia Commission for Professional Teaching Standards Members
- Joseph Dangerfield, Alternatively Certified Teacher, Fayette County Schools

**Internal Stakeholders**

- Michele Blatt, Assistant State Superintendent, Division of Support and Accountability
- Lisa Hedrick, Assistant Director, WVDE, Office of Professional Preparation, Recruitment, and Retention
- Robert Hagerman, Executive Director, WVDE, Office of Certification
- Robert Mellace, Coordinator, WVDE, Office of Professional Preparation, Recruitment, and Retention
- Jodi Oliveto, Coordinator, WVDE, Office of Professional Preparation, Recruitment, and Retention
- Brad Fittro, Coordinator, WVDE, Office of Certification
- Sarah Stewart, Government Affairs Counsel, WVDE, Office of Legal Services

TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION

SERIES 161  
REGULATIONS FOR ALTERNATIVE CERTIFICATION PROGRAMS FOR  
THE EDUCATION OF TEACHERS (5901)

**§126-161-1. General.**

1.1. Scope. -- This rule establishes a process for the development of alternative programs for the education of teachers through which qualified persons will become licensed teachers in West Virginia.

1.2. Authority. -- W. Va. Constitution, Article XII, §2 and W. Va. Code §§18A-3-1a, 18A-3-1b, 18A-3-1c, 18A-3-1d, 18A-3-1e, 18A-3-1f, 18A-3-1g, 18A-3-1h, and 18A-3-1i.

1.3. Filing Date. -- ~~November 15, 2018.~~

1.4. Effective Date. -- ~~December 17, 2018.~~

1.5. Repeal of Former Rule. -- This rule ~~repeals and replaces~~ amends W. Va. 126CSR161, West Virginia Board of Education (WVBE) Policy 5901, Alternative Program for the Education of Teachers, filed ~~March 9, 2017~~ November 15, 2018, and effective ~~April 10, 2017~~ December 17, 2018.

**§126-161-2. Purpose.**

2.1. The purpose of this ~~rule~~ policy is to create an alternative means for a qualified person to earn a provisional professional teaching certificate by authorizing a school or county board to offer a rigorous alternative program for teacher certification in partnership with a regionally accredited institution of higher education (IHE), an entity affiliated with a regionally accredited IHE, or the West Virginia Department of Education (WVDE), all under the supervision of the WVBE.

~~**§126-161-3. Incorporation by Reference.**~~

~~3.1. The West Virginia Procedures Manual for Alternative Certification Programs for the Education of Teachers is attached and incorporated by reference into this rule. Copies may be obtained from the Office of the Secretary of State and from the WVDE.~~

~~**§126-161-43. Summary.**~~

~~43.1. W. Va. Code provides requirements for alternative programs for the education of teachers. This rule policy and procedures manual outlines the responsibilities of the State, local education agencies, and partnering entities in meeting these requirements.~~

~~**§126-161-5. Severability.**~~

~~5.1. If any provision of this rule or the application thereof to any person or circumstance is held~~

~~invalid, such invalidity must not affect other provisions or applications of this rule.~~

## **INTRODUCTION**

### **~~WEST VIRGINIA PROCEDURES MANUAL FOR ALTERNATIVE CERTIFICATION PROGRAMS FOR THE EDUCATION OF TEACHERS~~**

~~The West Virginia Procedures Manual for Alternative Certification Programs for the Education of Teachers outlines the policies and procedures that must be followed in meeting West Virginia Code requirements of the State, local education agencies, and partnering entities participating in the creation and implementation of alternative certification programs for the education of teachers. This manual is provided to each county board as WVBE approved policies and procedures to be adopted by the county's board of education. Any changes to procedures outlined in the manual must have WVBE approval. The requirements for issuance of alternative certification teacher licensure and professional teacher licensures are found in W.Va. 126CSR136, WVBE Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel & Advanced Salary Classifications (Policy 5202).~~

#### **§126-161-4. Procedures for Alternative Certification Programs for the Education of Teachers.**

##### **4.1. Alternative Program Partners and Partnership Agreements.**

4.1.a. To meet areas of critical need and shortage within West Virginia counties, this ~~rule~~ policy creates an alternative means for a qualified person to earn a provisional professional teaching certificate by completing a rigorous alternative program. All WVBE-approved alternative certification program partnerships are formed pursuant to the requirements of W. Va. Code §§18A-3-1a through 18A-3-1i. ~~A definition of terms may be found within the glossary.~~

#### **~~Section 1. Necessary Partners~~**

4.2. Necessary Partners. In addition to one or more West Virginia schools or counties, a partnership shall include one or more of the following:

4.2.a. a regionally accredited IHE with a program for the preparation of professional educators that has been approved by the WVBE.

4.2.b. an entity affiliated with a regionally accredited IHE that has a WVBE-approved program for the preparation of professional educators.

4.2.c. the WVDE.

#### **~~Section 2. Partnership Agreements~~**

##### **4.3. Partnership Agreements.**

4.3.a. A partnership shall adopt a written partnership agreement in accordance with W. Va. Code and this ~~rule~~ policy that governs how the partnership will conduct its alternative program for the education of teachers. An agreement will identify the rights, roles, and responsibilities of each partner. Partnership agreements must be included as part of all alternative certification program proposals.

**~~Section 3. Required Contents~~**

4.3.b. Required Contents. At a minimum, a written partnership agreement shall include the following:

4.3.b.1. procedures and criteria for determining whether a person is eligible to enroll in a WVBE-approved alternative certification program.

4.3.b.2. a requirement that a vacancy must be advertised at least twice (~~10~~ten working days) pursuant to W. Va. Code §18A-3-1b, and if no certified teacher applies, only then may the partnership consider accepting a candidate for enrollment into the alternative program.

4.3.b.3. procedures and criteria for making a formal offer of employment to the candidate who is eligible to enroll in the alternative program for the education of teachers and who has applied for the posted position. A person may not participate in an alternative program unless he/she holds an alternative teaching certificate. Upon receiving an alternative teaching certificate, an individual may enroll into the alternative certification program. The alternative program teacher must begin receiving their required instruction/training either simultaneously or before assuming the role of an educator.

4.3.b.4. a detailed list, with descriptions of the categories, methods and sources of instruction that the alternative program will provide.

4.3.b.5. a description of the phases of on-the-job training and supervision that the alternative program will provide.

4.3.b.6. a detailed description of the academic and performance standards that the alternative program teacher shall satisfy in order to receive the partnership's recommendation that the State Superintendent of Schools issue to him/her a provisional teaching certificate.

4.3.b.7. procedures for selecting and training the professional support team, pursuant to W. Va. Code §18A-3-1c, who will instruct, mentor, and/or supervise the alternative program teacher(s).

4.3.b.8. provisions for determining tuition or other charges, if any, relating to an alternative program for the education of teachers pursuant to W. Va. Code §18A-3-1c.

4.3.b.9. a requirement, subject to the provisions of W. Va. Code §18A-3-1f, that the hiring authority for any school or county board that hires an alternative program teacher will renew the alternative program teacher's contract from year to year as long as the teacher makes satisfactory progress in the alternative education program and until the teacher completes the alternative program for the education of teachers.

4.3.b.10. any other provisions that the partners consider necessary or helpful to ensure that the alternative program operates in accordance with this ~~rule~~ policy.

**~~Chapter 2~~**

**§126-161-5. Required Components of an Alternative Certification Program Proposal.**

5.1. School districts and necessary partners submitting an alternative certification program proposal for review and approval by the Alternative Certification Education Preparation Program Review Board (ACEPPRB) and WVBE must include within the written proposal all required components described within ~~Chapter 1 Section 3~~ section 5.2 of this ~~rule~~ policy and meet all requirements of the partnership agreement described within ~~Chapter 1 Section 2~~ section 4.3 of this ~~rule~~ policy. Partnership agreements must be included as part of all alternative certification program proposals.

5.2. In addition to requirements identified in ~~Chapter 1 Sections 1 and 2 of this rule~~ section 4.3, a proposal for an alternative program for the education of teachers must include, at a minimum, each of the following components:

5.2.a. the name of the alternative certification program being proposed.

5.2.b. a brief description of the program including the professional teacher licensure to which the program will lead: provisional to professional teacher licensure for general education teachers, special education teachers, elementary teachers, teachers of American Sign Language, or combination of these.

5.2.c. the grade levels and endorsements program completers will be issued in accordance with 126CSR136, Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel & Advanced Salary Classifications (Policy 5202).

5.2.d. each partner that makes up the partnership of the alternative certification program being proposed.

5.2.e. a list of roles and responsibilities of each program partner, i.e., alternative program provider, program participant/teacher, school principal, county superintendent, IHE, etc.

5.2.f. a description of the method(s) used for selecting team members, and a list of members and their job titles that make up the Professional Support Team.

5.2.g. a detailed list of the academic and performance standards by which the alternative program teacher(s) will be evaluated, including, but not limited to, performance assessment rubrics with a description of a minimum of three performance assessments that will be required of each program teacher during the first year in the alternative certification program.

5.2.h. an orderly set of deadlines, forms, and guidance to govern each member in the partnership.

5.2.i. the process for recruiting persons to enroll in the alternative program.

5.2.j. a candidate's process for enrolling in an approved education provider's alternative program for the education of teachers, including when to apply to WVDE for an alternative program teacher certificate.

5.2.k. procedures for developing the partnership agreement(s) and copies of each partnership agreement.

5.2.l. procedures and criteria for determining eligibility of candidates pursuant to W. Va. Code and this ~~rule~~ policy.

5.2.m. standards for how often and what lengths of time an alternative program teacher must be observed and must observe in the classroom of a mentor or other experienced teacher(s).

5.2.n. guidelines for determining what tuition or other charges, if any, an approved education provider may impose relating to an alternative program for the education of teachers in accordance with W. Va. Code §18A-3-1c.

5.2.o. a process for alternative program participants to apply for and obtain their alternative program teaching certificate.

5.2.p. a sample of each form to be used by members of the professional support team when observing, modeling strategies, videoing instruction, evaluating, etc., the alternative program teacher(s), and any other forms the team may use.

5.2.q. a detailed list of course descriptions and/or professional learning and the delivery methods for the instruction required by this ~~rule~~ policy.

5.2.r. a list of guidelines and/or plans for preparing the alternative program teacher to pass the state-approved and required competency exam(s) for teaching.

5.2.s. standards for evaluation of the alternative program teacher as set forth in this ~~rule~~ policy.

5.2.t. processes and/or procedures for communicating the final evaluation and recommendation of the alternative program teacher to the State Superintendent of Schools, including ensuring the alternative program teacher understands the right to appeal and the appeal process.

5.2.u. assurances of compliance with ~~all sections of this rule~~ policy.

### ~~Chapter 3~~

#### **§126-161-6. Candidate Eligibility.**

6.1. Prior to being hired at the district level as an alternative certification program participant, candidates must apply for and attain an Alternative Teaching Certificate. Upon receiving an Alternative Teaching Certificate, candidates may enroll to participate in a WVBE-approved program for alternative certification.

6.2. ~~Therefore, p~~Program eligibility criteria for candidates enrolling into alternative certification programs must include, but may not be limited to, the following:

6.2.a. State Minimal Candidate Eligibility Criteria.

6.2.a.1. Meet general requirements of Policy 5202 including United States citizenship, good moral character; physically, mentally and emotionally qualified to perform assigned duties of a teacher; and at least 18 years of age on or before the first day of October of the year in which the license is issued.

6.2.a.2. Meet requirements of Policy 5202 for a criminal history record check.

6.2.a.3. Hold a minimum of a bachelor's degree with a 2.5 overall cumulative grade average or higher from a regionally accredited IHE.

6.2.a.4. Pass the WVBE-required basic skills exam(s) or qualify for an exemption of the exam(s) identified in Policy 5202.

6.2.a.5. Receive a formal offer of employment from the county board for a qualifying vacancy.

6.2.b. Additional Candidate Eligibility Criteria Required of Candidates for General Education Endorsements.

6.2.b.1. Relevant academic or occupational qualifications that reasonably indicate the person will be competent to fill the teaching position in which the candidate would be employed, as determined and approved by the school district.

6.2.b.2. Official transcripts reflecting an academic major or appropriate documentation of occupational qualifications the same as or similar to the subject matter which the alternative program candidate is being hired to teach (refer to Policy 5202 for details).

6.2.b.3. Passed the WVBE-required content exam(s) for the endorsement(s) ~~as~~ or qualify for an exemption of the exam(s) identified in Policy 5202.

6.3. If a person seeks certification to teach American Sign Language (ASL), in addition to other eligibility requirements ~~rule~~ for general education endorsements as described in this policy, the candidate shall pass one or more appropriate WVBE-approved tests demonstrating his/her proficiency in ASL.

6.4. At the conclusion of the WVBE-approved alternative certification program teachers in the general education teaching path shall be required to meet the proficiency score(s) on the appropriate state competency exam(s) in pedagogy. All WVBE-required tests described here are identified in the West Virginia Licensure Testing Directory found on the WVDE website.

6.5. At the conclusion of the alternative certification program teachers in the special education teaching path completing a WVBE-approved alternative certification program shall be required to meet the proficiency score(s) on the appropriate state competency exam(s) in special education content and the state competency exam(s) in pedagogy as identified in the West Virginia Licensure Testing Directory found on the WVDE website.

6.6. The employment date identified for a beginning alternative certification teacher applying for the Alternative Teaching Certificate must align with the qualifying job posting and be a future date. These employment dates shall not precede the date of application. Enrollment into WVBE-approved alternative certification programs for the education of teachers must not precede the effective date of the Alternative Teaching Certificate.

#### **~~Chapter 4~~**

#### **§126-161-7. Alternative Program Instruction and the Professional Support Team.**

#### **~~Section 1. Alternative Program Instruction-General Education Content Teacher~~**



7.1. Alternative Program Instruction General Education Content Teacher.

7.1.a. Instruction requirements for preparing general education content teachers in a WVBE-approved alternative program for the education of teachers shall include, but not be limited to, the following:

7.1.a.1. six or more semester credit hours of instruction to include, but not be limited to, the following subjects: student assessment, development and learning, curriculum, classroom management, use of educational computers and other technology, special education and diversity, and school law. If the alternative program teacher will be teaching children in elementary school, he/she must also receive instruction in early literacy; or

7.1.a.2. six or more WVDE-approved staff development professional learning hours of instruction in each of the following subjects: student assessment, development and learning, curriculum, classroom management, use of educational computers and other technology, special education and diversity, and school law. If the alternative program teacher will be teaching children in elementary school, he/she must also receive instruction in early literacy.

7.1.b. General education alternative certification programs shall include additional training(s) and/or testing approved by the WVDE if the teacher's endorsement requires instruction in lab based/experiential settings. The additional training(s) and/or testing shall include, but is not limited to, student and staff safety, lab safety, lab management, and instructional procedures for the lab setting. Program participants may be required to pass a WVDE-approved assessment to demonstrate proficient knowledge and skills to safely and adequately teach in a lab setting. For driver education, program participants must also meet the requirements identified in Policy 5202.

**~~Section 2. Alternative Program Instruction-Special Education Teacher~~**

7.2. Alternative Program Instruction-Special Education Teacher.

7.2.a. Instruction requirements for preparing highly qualified special education teachers (applicable to certified teachers who have at least a bachelor's degree from a program for the preparation of teachers from a regionally accredited IHE seeking a special education endorsement as described in §18A-3-1g) and preparing highly-qualified special education teachers (individuals who are not currently certified seeking a special education endorsement as described in §18A-3-1h) in a WVBE-approved alternative program for the education of teachers shall include, but not be limited to, the following:

7.2.a.1. six or more semester credit hours of instruction to include, but not be limited to, the following subjects: student assessment, development and learning, curriculum, classroom management, use of educational computers and other technology, special education and diversity, school law, and Individuals with Disabilities Education Act (IDEA). If the alternative program teacher will be teaching children in elementary school, he/she must also receive instruction in early literacy; or

7.2.a.2. six or more WVDE-approved staff development professional learning hours of instruction in each of the following subjects: student assessment, development and learning, curriculum, classroom management, use of educational computers and other technology, special education and diversity, school law, and IDEA. If the alternative program teacher will be teaching children in elementary school, he/she must also receive instruction in early literacy.

7.2.b. Alternative certification programs for special education shall include additional instruction to provide the skills necessary for the delivery of instructional services to students with disabilities. Required instruction in alternative certification programs for special education shall include a focus on developing Individualized Education Plans (IEP) with state-approved content standards, differentiated instruction, school and IDEA law, behavioral interventions and supports, and preparation necessary to help the alternative program teacher meet the proficiency score(s) on the appropriate state competency exam(s) in special education content and pedagogy.

7.2.c. Special education endorsement specific requirements for additional instruction include the following:

7.2.c.1. alternative programs for the deaf and hard of hearing endorsement shall include additional instruction in auditory habilitation; language development and intervention across the curriculum; curriculum methods for deaf and hard of hearing; development and remediation of reading, writing and discourse for the deaf and hard of hearing; human growth and development emphasizing knowledge of the developmental characteristics (language, physical, biological, learning, social, and emotional) for deaf and hard of hearing students, administration and interpretation of assessments to determine the individualized needs of the deaf and hard of hearing; an introduction to exceptional children including children with multiple disabilities; and American Sign Language.

7.2.c.2. alternative programs for the visual impairment endorsement shall include additional instruction in normal development, anatomy and physiology, basic terminology, and structure and function of the human visual system which includes the eye and brain structures related to vision; potential effects of a visual impairment on development and learning in sensory/motor development; vocational/transitional skills development; communication and social skills; diseases and disorders of the human visual system; common eye and other visual disorders; possible effects of medications, and their implications in the home, classroom, and other learning environments including cortical visual impairment (CVI) and how it affects a student's functioning in the classroom and in the community; design of instructional goals and objectives that integrate the expanded core curriculum with the state-approved content standards; awareness of low, middle, and high tech devices that meet the accessibility needs of learners who are visually impaired, including learners with additional disabilities; the importance and basic awareness of orientation and mobility instruction for learners with visual impairments; instruction of learners with low vision on appropriate use of optical and non-optical devices and proficiency in the reading and writing alphabetic and fully contracted braille code both Unified English Braille (UEB) and Nemeth and methods of instructional strategies for teaching reading and math; the impact of combined vision and hearing impairment on development and learning including cognition, language, and motor skills; basic proficiency in conducting appropriate functional vision assessments and learning media assessment and the interpretation of visual functioning information to determine appropriate options and learning media (e.g., specialized materials, equipment, and/or methods) for accessing instructional programs based on individual age, setting, and present levels of developmental and/or academic functioning.

7.2.c.3. alternative programs for the autism endorsement shall include additional instruction in a historical overview and evolution of the diagnosis with major changes beginning with the diagnostic and statistical manual of mental disorders (fifth edition) resulting in "Autism Spectrum Disorder" diagnosis; definition, characteristics, and common comorbidities; eligibility criteria relating to deficits in social communication and social interaction with restricted repetitive and stereotyped patterns of

behavior; an introduction to children with exceptionalities; typical development versus atypical development relating to autism spectrum disorder focusing on physical issues (gross motor, fine motor, system dysregulations, and autoimmune issues), neurological aspects (parts of the brain and auditory/visual/sensory processing issues); developmental delays and early intervention; therapies (speech, language, occupational, and behavior); administration and interpretation of assessments to determine the individualized needs of students with autism; Tier I, II, and III behavior supports and interventions; appropriate educational modifications and accommodations; instructional strategies and supports; and transition supports and services.

### **~~Section 3. Methods of Instruction~~**

#### 7.3. Methods of Instruction.

7.3.1. A WVBE-approved alternative program for the education of teachers may provide instruction through nontraditional methods including, but not limited to, methods such as a series of modules covering the various topics, electronically delivered instruction, summer sessions, professional learning and job-embedded mentoring.

### **~~Section 4. Professional Support Team~~**

#### 7.4. Professional Support Team.

7.4.1. A WVBE-approved alternative program for the education of teachers shall provide a professional support team whose structure is consistent with the induction model that the partnership's participating school(s) follow for supporting, supervising, inducting, and mentoring a beginning teacher, as described in the district's plan of Support for Improving Professional Practice (WV SIPP) pursuant to W. Va. Code §18A-3C-3.

7.4.2. The county superintendent, or designee, in a WVBE-approved alternative program for the education of teachers shall maintain the following required documentation/evidence of a teacher's participation in a WVBE-approved alternative program for the education of teachers:

7.4.2.a. team members and evidence of training of the professional support team.

7.4.2.b. copies of notes for monthly meetings of the professional support team.

7.4.2.c. copies of weekly observation notes for each alternative program teacher reflecting the supervisory activities (observations, reflection meetings, etc.) team members completed with the alternative program teacher during the teacher's first semester of his/her first year in the alternative certification program.

7.4.2.d. copies of bi-weekly observation notes for each alternative program teacher reflecting the supervisory activities of the team members during the second semester of the teacher's first year in the alternative certification program.

7.4.2.e. copies of any other documentation the Professional Support Team may have in regard to each teacher's progress in the alternative program.

7.4.2.f. at the conclusion of a teacher's participation in the alternative program, a copy of the alternative program teacher's final evaluation recommendation.

7.4.3. The professional support team shall provide written evaluation reports of each alternative program teacher and submit copies of each report to the alternative program provider prior to the first day of the final full month of the school year in the teacher's first year of participation in the program. Pursuant to standards for how often and what lengths of time an alternative program teacher must be observed and must observe in the classroom of a mentor or other experienced teacher(s) described within the alternative certification program's proposal, evaluations shall be conducted at designated times throughout each teacher's first year participating in the alternative program, and at a minimum, every six to eight weeks, at the discretion of the professional support team and in collaboration with the school principal. Evaluation reports shall be submitted to WVDE using a form designed by the alternative program provider and approved by the principal.

7.4.3.a. Progress evaluations shall include the following:

7.4.3.a.1. each evaluation report shall describe the alternative program teacher's progress toward meeting the program's academic and performance standards, in accordance with the required comprehensive evaluation report, and including the results of the performance assessments as described in W. Va. Code §§18A-3-1b, 3-1c, and 3-1i.

7.4.3.a.2. at the conclusion of an approved alternative program for the education of teachers, the approved education provider shall prepare a comprehensive evaluation report on the alternative program teacher's performance. This comprehensive evaluation report, submitted to the State Superintendent of Schools, shall contain a recommendation regarding provisional licensure of the alternative program teacher. The State Superintendent of Schools shall develop standard forms for this report, and the report shall be made on one or more of the State Superintendent's forms. The recommendation shall include the signature of the principal, the district superintendent, and at least one other member of the professional support team.

7.4.3.a.3. all final decisions on the progress of an alternative program teacher shall rest with the principal.

7.4.4. Beginning on July 1, 2019, all programs must provide evidence of candidate's successful completion of a valid and reliable performance assessment instrument that demonstrates and measures the proficiencies in the professional roles and in the programmatic levels for which candidates are preparing and be consistent with relevant national and West Virginia content and professional standards. Instrument proficiency level and/or cut score must be set within the acceptable range. Upon successful completion of a state-approved alternative certification program which includes passing scores on a nationally-normed instrument of teacher performance, applicants may be exempt from the required Professional Education Test as described in Policy 5202 and the West Virginia Licensure Testing Director found on the WVDE website.

## **Chapter 5**

### **§126-161-8. Alternative Certification Licensure, Comprehensive Evaluation, and Rights of the Teacher.**

#### **~~Section 1. Alternative Certification Licensure~~**

8.1. Alternative Certification Licensure.

8.1.a. The alternative program teacher certificate is issued initially for one year and can be renewed twice for a total of three years. The teacher applying for renewal must meet all the following each year:

8.1.a.1. show satisfactory progress in the alternative program for the education of teachers.

8.1.a.2. remain enrolled in and actively participates in a WVBE-approved alternative program for the education of teachers.

8.1.a.3. remain employed in the critical need and shortage position for which the teacher was hired in a school that is part of the partnership of a WVBE-approved alternative program for the education of teachers.

8.1.a.4. Receive satisfactory evaluations pursuant to W. Va. Code §18A-2-12 and has the recommendation of the county superintendent.

8.1.b. In the event that the alternative program teacher certificate needs to be renewed and the individual has been released from the qualifying vacancy due to a reduction in force, the alternative teaching certificate may be renewed only if the individual is employed in an area of critical need and shortage that is for the same endorsement and programmatic levels received on the initial alternative teaching certificate in order to continue the program.

8.1.c. Upon successful completion of all conversion requirements as listed in Policy 5202, an alternative teaching certificate may be converted to a provisional teaching certificate. The provisional teaching certificate is issued initially for one year and can be renewed twice for a total of three years. Upon successful completion of all conversion requirements as listed in Policy 5202, a provisional teaching certificate may be converted to a professional teaching certificate. Complete requirements for issuance of alternative certification licensure and professional licensure are detailed within Policy 5202.

**Section 2. ~~Comprehensive Evaluation~~**

8.2. Comprehensive Evaluation.

8.2.a. At the conclusion of an approved alternative program for the preparation of teachers, the approved education provider shall prepare and submit a comprehensive evaluation report to the State Superintendent of Schools on the alternative program teacher's performance, which includes a recommendation regarding provisional licensure of the alternative program teacher of approved, insufficient, or disapproved.

8.2.a.1. Approved recommends issuance of a provisional teaching certificate to include the name of the teacher and the endorsement(s) and grade levels for licensure as listed in Appendix A of Policy 5202.

8.2.a.2. Insufficient recommends that a provisional teaching certificate not be issued, but that the candidate be allowed to seek reentry on one or more occasions in the future to an approved alternative program for the education of teachers.

8.2.a.3. Disapproved recommends that a provisional teaching certificate not be issued to the alternative program teacher. The alternative program teacher will not be allowed to enter into another approved alternative program for the education of teachers in West Virginia, but it will not prohibit the alternative program teacher from pursuing teacher certification through a traditional route in other approved programs for the education of teachers in West Virginia.

8.2.b. The approved education provider shall provide, at the end of the program, the alternative program teacher with a copy of the alternative program teacher's written evaluation report and recommendations before the approved education provider submits the report to the State Superintendent of Schools. The alternative program teacher has the right to appeal the alternative certification program provider's recommendation, provided that the written appeal is in accordance with the certification appeals process established by the WVBE and is submitted within 15 days of the alternative certification program teacher's receipt of the alternative program provider's recommendation.

### **~~Section 3. Rights of the Alternatively Certified Teacher~~**

#### **8.3. Rights of the Alternatively Certified Teacher.**

8.3.a. An alternative program teacher certificate is the same as a professional teaching certificate for the purpose of issuing a continuing contract. Participation in an alternative education program pursuant to this ~~rule~~ policy may not affect any rights, privileges, or benefits to which the participant otherwise would be entitled as a regular employee and may not alter any rights, privileges, or benefits of participants on continuing contract status.

## **Chapter 6**

### **§126-161-9. Alternative Certification Educator Preparation Program Review Board (ACEPPRB).**

9.1. The WVBE has created the ACEPPRB to make recommendations to the WVBE regarding initial and continuing alternative certification educator preparation program approval.

### **~~Section 1. ACEPPRB Composition~~**

#### **9.2. ACEPPRB Composition.**

9.2.a. The ACEPPRB shall be comprised of ~~eight~~ nine members selected from the following pool of trained educators:

9.2.a.1. one member representing higher education appointed by the West Virginia Higher Education Policy Commission.

9.2.a.2. one member representing higher education appointed by the West Virginia Independent Colleges and Universities.

9.2.a.3. three members including one who was alternatively certified, representing public education, one at each programmatic level for elementary, middle, and high school, appointed by the WVBE.

9.2.a.4. ~~one~~ two county office representatives, appointed by the WVBE.

9.2.a.5. one principal appointed by the State Superintendent of Schools.

9.2.a.6. one representative from the West Virginia Commission for Professional Teaching Standards, appointed by its chairperson.

9.2.b. ACEPPRB members must exempt themselves from deliberations and actions related to the status of an alternative certification program's approval if they are employees of any member of the partnerships that have a proposal under the committee's review. ACEPPRB members ~~may not be appointed to serve more than two consecutive one-year terms~~ are appointed to serve three-year terms and may choose to have their term renewed once (for an additional three years) to serve a total of two terms, not to exceed six consecutive years serving on the ACEPPRB. Any ACEPPRB members currently serving a term of less than three years shall have their current term extended to a full three-year term.

## **~~Section 2. ACEPPRB Functions~~**

### 9.3. ACEPPRB Functions.

9.3.a. The primary functions of the ACEPPRB: ~~are~~ is to review documents and alternative certification program proposals submitted by partnerships requesting program approval for new and/or revised alternative certification educator preparation programs that lead to licensure to work in the public schools of West Virginia and submit their recommendations for approval to the WVBE.

## **~~Section 3. ACEPPRB Procedures~~**

### 9.4. ACEPPRB Procedures.

9.4.a. All alternative certification program proposals shall be reviewed by the ACEPPRB in accordance with this ~~rule~~ policy. The ACEPPRB shall meet at least once each academic semester, including summer, unless no materials have been submitted to it for review. Upon review of a proposed alternative certification program, the ACEPPRB will write and submit a report to the WVBE. If the ACEPPRB determines and verifies in its written report that a proposed alternative certification program for the education of teachers has serious weaknesses, the ACEPPRB may recommend that the WVBE not grant approval.

9.4.b. The following shall guide the recommendation process and written review of the ACEPPRB:

9.4.b.1. the ACEPPRB may recommend to the WVBE to approve a partnership's application proposal to operate an alternative program for the education of teachers if the proposed program, in all material respects, complies or will comply with all components of an alternative certification program as set forth in this ~~rule~~ policy; or

9.4.b.2. the ACEPPRB may recommend to the WVBE to approve a partnership's application proposal to operate an alternative program to prepare highly-qualified special education teachers if the proposed program, in all material respects, complies or will comply with all components of an alternative certification program as set forth in this ~~rule~~ policy; or

9.4.b.3. the ACEPPRB may recommend to the WVBE to approve a partnership's application to operate an alternative program for highly-qualified special education teachers if the proposed alternative program, in all material respects, complies or will comply with all components of an alternative certification program as set forth in this ~~rule~~ policy.

#### **~~Section 4: WVBE Approval of Alternative Certification Program Proposals~~**

##### **9.5. WVBE Approval of Alternative Certification Program Proposals.**

9.5.a. Request to Become an Alternative Certification Program Provider and Alternative Certification Program Approval by the ACEPPRB.

9.5.a.1. A partnership shall make written notification to the WVBE of its intent to become an alternative certification program provider at least 60 days prior to the ACEPPRB's scheduled meeting. The official submission of written proposals for an alternative certification program from the partnership shall be received by the WVBE at least 30 days prior to the ACEPPRB's scheduled meeting. All written program proposals must be complete when received by the WVBE, including all required components of an alternative certification program proposal and the required partnership agreement described within ~~Chapter 1 and 2~~ section 4.3 and section 5 of this ~~rule~~ policy. Incomplete proposals will not be processed or approved by the ACEPPRB.

##### **9.6. Recommendation for Approval from the ACEPPRB to the WVBE.**

9.6.a. Upon recommendation from the ACEPPRB, the WVBE may grant approval of alternative certification programs as follows:

9.6.a.1. following a review and recommendation by the ACEPPRB, the WVBE may grant initial approval to a new or revised alternative certification program provider. Initial Approval Status may be granted by the WVBE for a period of up to five years. The alternative certification program provider will be required to document its progress and ensure the success of its graduates to promote student achievement in the public schools in West Virginia. During the initial approval status, the alternative certification program provider may make recommendations for licensure of those who successfully complete its program.

9.6.a.2. following a review and recommendation by the ACEPPRB, the WVBE may grant Continuing Approval Status to those alternative certification program providers who have documented success with its program completers. Success is measured in the retention of the number of program completers and their impact on student achievement as documented through the West Virginia Educator's Evaluation System. For an approved program to remain on the Continuing Approval Status, a program review will take place on a seven year cycle.

9.6.a.3. following a review and recommendation by the ACEPPRB, the WVBE may assign Probationary Approval Status to alternative certification program providers that fail to document adequate progress and/or success with program participants and completers.

#### **~~Chapter 7~~**

#### **§126-161-10. Additional ~~Rule~~ Policies and Prohibited Acts.**



~~10.1. The following rules and prohibited acts are included within this rule to be followed by all alternative certification program providers in order to ensure alignment with W. Va. Code, WVBE policies and WVDE requirements.~~

#### **~~Section 1. Tuition and Other Charges.~~**

##### 10.1. Tuition and Other Charges.

10.1.a. A partnership may not charge tuition or impose any other charge for the participation in an alternative program for the education of teachers, unless the tuition or other charge is necessary to offset the partnership's cost of providing the alternative program for the education of teachers. A partner that is a regionally accredited IHE with an accredited program for the preparation of professional educators may charge tuition for academic credit that an alternative teacher receives while enrolled in the alternative program for the education of teachers, provided that the regionally accredited IHE is the entity that grants the academic credit and the charge does not exceed the per-credit rate charged for students enrolled in its standard program for the education of professional educators.

#### **~~Section 2. Program Implementation and Employment.~~**

##### 10.2. Program Implementation and Employment.

10.2.a. A partnership may not implement an alternative program until the partnership's alternative program has been approved by the WVBE. A school or county may not employ or make a formal offer of employment to any person for the purpose of his/her participation in an alternative certification program unless the alternative certification program is approved by the WVBE and the school or county is a member of the partnership that is operating the alternative certification program. A school or county may not continue to employ alternative program teachers unless they make satisfactory progress in the alternative certification program for which they are enrolled. A county board shall renew alternative program teachers' contract, from year to year as long as they make satisfactory progress in the applicable alternative education program and until he/she completes the alternative certification program. An alternative program teacher is subject to the same force reduction ~~rule~~ policies and procedures as any other employee, except those that relate to seniority. In no event will an alternative program teacher holding an alternative teaching certificate displace a professional educator as defined in W. Va. Code §18A-3-1.

### **GLOSSARY**

#### **§126-161-11. Definitions.**

11.1. Alternative Certification Education Preparation Program Review Board (ACEPPRB). Created to make recommendations to the WVBE regarding program approval of initial, continuing, and probationary status of alternative certification programs for the education of teachers.

11.2. Area of Critical Need and Shortage. A West Virginia county-posted teaching position that has been posted at least two times, or for a ten-day period, and for which no fully-certified person has applied pursuant to W. Va. Code §18A-4-7a.

11.3. Entity Affiliated with an IHE. One member of a partnership of a WVBE-approved alternative

certification program for the education of teachers that is neither a West Virginia school or county, nor the WVDE, but has an official agreement or contract with a regionally accredited IHE that has an accredited program for the education of professional educators that has been approved by the WVBE, that provides for responsibilities such as recruitment, support, supervision, and mentoring of the alternative program teachers who are enrolled in the alternative certification program.

11.4. Institution of Higher Education (IHE). A college or university accredited by one of the regional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA), or by one of the National Faith-Related Accrediting Organizations recognized by CHEA and the United States Department of Education, or by the Accrediting Council for Independent Colleges and Schools, to award degrees at a stipulated level, i.e., bachelor's degree, master's degree, and/or doctorate.

**§126-161-12. Severability.**

12.1. If any provision of this ~~rule~~ policy or the application thereof to any person or circumstance is held invalid, such invalidity must not affect other provisions or applications of this ~~rule~~ policy.

**ABBREVIATIONS**

1. ~~ACEPPRB~~—~~Alternative Certification Education Preparation Program Review Board~~
2. ~~CHEA~~—~~Council for Higher Education Accreditation~~
3. ~~IDEA~~—~~Individuals with Disabilities Education Act~~
4. ~~IEP~~—~~Individual Education Plans~~
5. ~~IHE~~—~~Institution of Higher Education~~
6. ~~WV SIPP~~—~~West Virginia Support for Improving Professional Practices~~
7. ~~WVBE~~—~~West Virginia Board of Education~~
8. ~~WVDE~~—~~West Virginia Department of Education~~

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## FISCAL NOTE FOR PROPOSED RULES

Type of Rule:           X Legislative                           ☐ Interpretive                           ☐ Procedural

Agency: West Virginia Department of Education

Address: Robert Mellace, Coordinator, Office of Professional Preparation, Recruitment, and Retention  
1900 Kanawha Boulevard, East, Building 6 Suite 700  
Charleston, WV 25305

Phone Number: 304-558-7010

Email: rmellace@k12.wv.us

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### Fiscal Note Summary

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

No costs or revenue will be impacted by the proposed amendment of W. Va. §126CSR161, WVBE Policy 5901, Regulations for the Alternative Certification Programs for the Education of Teachers.

### Fiscal Note Detail

Show over-all effect in Item 1 and 2, and in Item 3, give an explanation of breakdown by fiscal year, including long-range effect.

Fiscal Year			
Effect of Proposal	Current Increase / Decrease (use "-")	Next Increase / Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	\$0.00	\$0.00	\$0.00
Personal Services	\$0.00	\$0.00	\$0.00
Current Expenses	\$0.00	\$0.00	\$0.00
Repairs & Alterations	\$0.00	\$0.00	\$0.00
Assets	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
2. Estimated Total Revenues	\$0.00	\$0.00	\$0.00

Rule Title: W. Va. §126CSR61, WVBE Policy 5901, Alternative Certification Programs for the Education of Teachers

Rule Title: W. Va. §126CSR61, WVBE Policy 5901, Alternative Certification Programs for the Education of Teachers

**3. Explanation of above estimates (including long-range effect).** Please include any increase or decrease in fees in your estimated total revenues.

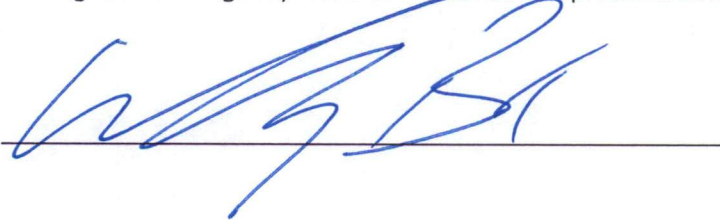
No costs or revenue will be impacted by the proposed amendment of W. Va. §126CSR161, WVBE Policy 5901, Regulations for the Alternative Certification Programs for the Education of Teachers.

#### Memorandum

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

No costs or revenue will be impacted by the proposed amendment of W. Va. §126CSR161, WVBE Policy 5901, Regulations for the Alternative Certification Programs for the Education of Teachers.

Signature of Agency Head or Authorized Representative



Date

10/22/19

**W. Va. 126CSR161, Policy 5901, Regulations for Alternative Certification  
Programs for the Education of Teachers  
Comment Response Form**

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**Comment Period Ends:**

**NOTICE:** *Comments, as submitted, shall be filed with the West Virginia Secretary of State's Office and open for public inspection and copying for a period of not less than five years.*

The following form is provided to assist those who choose to comment on **Policy 5901, Regulations for the Alternative Certification Programs for the Education of Teachers**. Additional sheets may be attached, if necessary.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Please check the box below that best describes your role.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Superintendent             | <input type="checkbox"/> Higher Educator   | <input type="checkbox"/> Parent/Family    |
| <input type="checkbox"/> Principal                  | <input type="checkbox"/> Teacher           | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Service Personnel | <input type="checkbox"/> Other            |

COMMENTS/SUGGESTIONS
<b>§126-161-1. General.</b>
<b>§126-161-2. Purpose.</b>
<b>§126-161-3. Summary.</b>
<b>§126-161-4. Procedures for Alternative Certification Programs for the Education of Teachers.</b>
<b>§126-161-5. Required Components of an Alternative Certification Program Proposal.</b>
<b>§126-161-6. Candidate Eligibility.</b>
<b>§126-161-7. Alternative Program Instruction and the Professional Support Team.</b>
<b>§126-161-8. Alternative Certification Licensure, Comprehensive Evaluation, and Rights of the Teacher.</b>

**W. Va. 126CSR161, Policy 5901, Regulations for Alternative Certification  
Programs for the Education of Teachers  
Comment Response Form**

<b>§126-161-9. Alternative Certification Educator Preparation Program Review Board (ACEPPRB).</b>
<b>§126-161-10. Additional Policies and Prohibited Acts.</b>
<b>§126-161-11. Definitions.</b>
<b>§126-161-12. Severability.</b>

Please direct all comments to:

Robert Mellace, Coordinator  
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West Virginia Department of Education  
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